Southeastern Michigan HIV/AIDS Council
Nominations, Membership and Bylaws Committee
August 14, 2003
Minutes

Committee   Date

Those Present:

Michael Parent, Chair   **Maxine Lee**
Karla Handley, Staff   **Waymond Burks**
Jonsea Nelson   **Keith Meeks**
Liz Dawsey

Meeting was called to order at 9:05pm.

A moment of silence was taken to observe those infected or affected by the HIV/AIDS virus.

Minutes were approved from July 10, 2003 without corrections needed.

Topic	Discussion/Recommendations	Responsible Party
Tardiness	The Chair M. Parent brought to attention the need for meetings to start on time as scheduled.	M. Parent
New Business: **SOP's**	The Chair wanted to review the following SOP's: Elections, Voting, PWC committee and Expenditures.	
Election Process	In the first couple of weeks in September, the committee need's to publicize and advertise for November. The review of application's and scheduling interviews will take place. In early November, the applications will be sent to the Mayor's office to a known contact along with a requested return date.	
Membership List	The membership roster was discussed. K. Handley mentioned that our list is accurate, but some phone numbers and addresses are incorrect. Chair recognized the list of Nom/Bylaws member's as the official list for the committee. Those not found on this list would be considered a guest to the meeting.	K. Handley

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Interview Process	The Chair discussed the upcoming interview process and proper strategies for the process were analyzed. The Chair pointed out that a group of at least three people should interview prospective candidates. Interviewers need to completely understanding the used system of scoring. Interviewers preferably need to have gone through the process of interviewing prior to this so that the process can go smoothly and effectively.	
Voting	When voting on special issues of consequence, there must be a procedure in place. As an example, in the past "voting cards" have been distributed to each voting member. If voting on officers or budget issues, you would check off on the card what you voted for. For general voting issues, a "show of hands" can be used.	
SOP's	The Chair will be composing SOP's to reflect the committee's needs. There will be one's that are edited and the opportunity to create new ones.	

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